

**SUMMARY OF THE
MEMBERSHIP AND OUTREACH MEETING
MAY 23,2002**

The Membership and Outreach Committee of the National Environmental Laboratory Accreditation Program (NELAP) met on Thursday, May 23, 2002, at 11:00 a.m. Eastern Daylight Time (EDT) via teleconference. Chairperson Ms. Sherry Clay of the Texas Department of Health led the meeting. A list of action items is given in Attachment A. A list of participants is given in Attachment B. The purpose of the meeting was to discuss items that follow.

MINUTES

Mr. Don Zahnizer called the meeting to order and took attendance. The minutes from the April 03, 2002, teleconference had been reviewed and approved by Ms. Clay via email.

WEBSITE UPDATE

Mr. Mike Ciolek announced that he finished the new website. Committee members are pleased with the changes in the new format.

Mr. Zahnizer had sent emails to the committee members regarding proposed changes to various parts of the language used on the website. Members agreed that the changes Mr. Zahnizer proposed for the Standards and Background sections of the NELAC website are appropriate and will submit these proposed changes to Ms. Jeanne Hankins.

NELAC 8 PREPARATIONS

Website - Members discussed the possibility of having the NELAC website displayed during the Membership and Outreach committee meeting at NELAC 8. Members decided to print out example pages from the website to show changes, rather than bringing equipment and gaining internet access to show the updated website.

NELAC Poster - Members decided that the NELAC poster should be displayed at the conference. Ms. Clay will be arriving in Tampa, Florida on Monday, July 8, 2002, and will set up the poster. It was suggested to have the poster on display at the registration desk.

EXTENSION OF MEMBERSHIP TERM

A suggestion was made regarding membership term and how long a term should be. It is currently three years, but many would like to extend the term to five years. Members agree that this is an important topic and would like to see the extension made. To be able to bring this to a vote at NELAC 8, it had to have been proposed or discussed at a previous meeting (NELAC 7 or 7i). Ms. Margaret Prevost stated that she proposed it at NELAC 7i, so there should be no problem in submitting it for a vote at NELAC 8. Ms. Clay will look further into this matter to ascertain if the committee can propose the extension of membership term at the conference.

ADJOURNMENT

With no further business to discuss, the meeting was adjourned.

FUTURE MEETINGS

The next teleconference will be held on Thursday, June 20, 2002, at 11:00 a.m. EDT.

**ACTION ITEMS
MEMBERSHIP & OUTREACH COMMITTEE MEETING
MAY 23, 2002**

Item No.	Date Proposed	Action	Date to be Completed
1.	05/23/02	Ms. Clay will submit proposed changes to the NELAC website to Ms. Hankins.	ASAP
2.	05/23/02	Ms. Clay will work on the agenda for NELAC 8 and send proposed topics of discussion to committee members.	06/20/02
3.	05/23/02	Ms. Clay will ascertain if the committee can propose the extension of membership term at NELAC 8.	NELAC 8

**PARTICIPANTS
MEMBERSHIP & OUTREACH COMMITTEE MEETING
MAY 23, 2002**

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